

HR Compliance Checklist

A general HR compliance checklist covering eligibility, policies, records, postings, and training.

Verify Work Eligibility

- ☐ Confirm each employee is authorized to work where required
- ☐ Collect and verify the documents your region mandates
Requirements vary; follow local laws and consult HR or legal.
- ☐ Store eligibility records securely and separately
- ☐ Apply the same verification steps to every hire fairly
- ☐ Track any required re-verification dates
- ☐ Keep records for the legally required retention period

Maintain Written Policies

- ☐ Keep an up-to-date employee handbook
- ☐ Include conduct, anti-harassment, and equal opportunity policies
- ☐ Document leave, time off, and attendance rules
- ☐ Set clear health, safety, and remote-work policies
- ☐ Have employees acknowledge policies in writing
- ☐ Review and update policies regularly with expert input
Laws change; refresh policies on a schedule.

Keep Accurate Records

- ☐ Maintain a complete personnel file for each employee
- ☐ Keep accurate pay, hours, and tax records
- ☐ Store performance and disciplinary documentation
- ☐ Protect personal data with proper access controls
Data privacy rules vary; follow local laws.
- ☐ Follow retention schedules for each record type
- ☐ Securely dispose of records once retention ends

Display Required Postings

- ☐ Identify the notices required where you operate
- ☐ Display current postings in visible workplace areas
- ☐ Provide digital equivalents for remote employees
- ☐ Replace outdated notices with the latest versions
- ☐ Confirm postings exist for each work location
- ☐ Check posting requirements periodically
Required postings differ by location and change over time.

Deliver Mandatory Training

- ☐ Identify training your jurisdiction or industry requires
- ☐ Schedule anti-harassment and safety training as needed
- ☐ Track completion and certification for each employee
- ☐ Set reminders for recurring or renewal training
- ☐ Keep records of who completed which training and when

- ☐ Update training content as requirements change
Required training varies; follow local laws.

Review and Improve Compliance

- ☐ Schedule a periodic internal compliance review
- ☐ Use this checklist to flag gaps and risks
- ☐ Prioritize and assign owners to fix each gap
- ☐ Consult qualified HR or legal experts on complex issues
- ☐ Stay informed about changes in employment law
- ☐ Document your review and the actions taken
A written trail demonstrates good-faith effort.